

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Law Clerk	BAND/LEVEL:	00
DEPARTMENT:	Law	JOB NO:	4310
DIVISION:	Law	DATE:	02/24/02
REPORTS TO:	City Attorney	FLSA STATUS:	N
FULL-TIME: _____	PART-TIME: <input checked="" type="checkbox"/> _____	TEMPORARY: _____	COST CENTER: 141

REPLACES: Law Clerk **DATE:** 4/95

JOB SUMMARY STATEMENT:

Files pleadings and documents on behalf of the City. Assists in conducting legal research. Drafts City ordinances, resolutions, administrative policies and other legal documents.

DUTIES AND RESPONSIBILITIES:

1. Conducts legal research. Communicates effectively with staff and others to determine the factual basis underlying legal issues. Locates source materials through legal library system. Reads and analyzes cases from available legal research sources. Conducts legal research via computer aided services such as LEXIS and WESTLAW. Prepares and provides a written memorandum, pleading or brief setting forth legal analysis. Provides legal analysis as required.
2. Assists in drafting ordinances, resolutions, administrative policies and other legal documents. Communicates effectively with staff, public and others to determine needs and limitations of documents. Conducts legal research as necessary. Prepares written ordinance drafts and related memoranda and documents. Presents analysis of proposed documents.
3. Files pleadings and documents in court on the City's behalf. Travels to appropriate court.
4. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
5. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

First, second, or third year student in an accredited law school

EXPERIENCE:

None

SKILLS:

1. Ability to read and comprehend statutes, case law, ordinances, legal reference materials, and legal correspondence
2. Ability to analyze legal issues
3. Ability to write perceptively, coherently, thoroughly, and succinctly
4. Ability to understand the legislative process and the elements necessary to enact a constitutional and otherwise unassailable law
5. Ability to recognize and protect confidential information

MENTAL REQUIREMENTS:

1. Ability to travel and attend courtroom proceedings and physical sites
2. Ability to meet/consult with staff, elected officials, public, and others
3. Ability to sit and be attentive for extended periods of time

PHYSICAL REQUIREMENTS:

1. Ability to travel and attend courtroom proceedings, physical sites, and legislative sessions
2. Ability to meet/consult with judges, witnesses, jury members, opposing counsel, staff, elected officials, public, and others
3. Ability to sit and be attentive for extended periods of time
4. Ability to conduct/attend intense and lengthy negotiation sessions

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.